

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH06314022

DATE POSTED: 06/27/17

POSITION NO: 240915

CLOSING DATE: 07/11/17

POSITION TITLE: Program Supervisor I (S)

DEPARTMENT NAME / WORKSITE: NDOH/Special Diabetes Project/Crownpoint, New Mexico

WORK DAYS: Mon-Fri REGULAR FULL TIME: ☒ GRADE/STEP: AB64A

WORK HOURS: 8 am- 5 pm PART TIME: ☐ NO. OF HRS./WK.: 40,414.40 PER ANNUM

SEASONAL: ☐ DURATION : 19.43 PER HOUR

TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Manages and administers the daily activities of employees of the assigned service area. Assigns, directs and supervises the service unit employees in carrying out the goals and objectives of the project. Plans, identifies, develops, modifies, monitor and analyze all Navajo nation and external budgets in compliance with Navajo Nation and funding source conditions, policies and law. Plans, develops, implements and monitors policies, procedures, protocols, standards and guidelines in carrying out the goals and objectives of the project.

Serves as the liaison between the assigned service unit and external public and private organizations, including Navajo Nation and local government units and upon authorization with state and federal agencies and other project service units, offices and personnel. Plans, develops, implements, monitors, performance standards of employees; identifies and coordinates the career and professional development of employees in the service unit.

Performs other duties as assigned directly related to conducting the official business of the Navajo Nation. Review, consult and approve and/or disapprove documents in the service unit. Conducts, participates in and contributes to group and on-on-one meetings, on a periodic and consistent basis, enhance communications and dissemination of relevant project information.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Business Administration or closely related field; and one (1) year of program related experience; **OR**
A Bachelor's degree in Business Administration or closely related field; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation is required.
- Possess a valid state driver's license.

Physical Requirements and Work Environment:

Work involves a minimum of physical effort in an office setting. Depending upon the needs of the Nation, some incumbents of the class may require to demonstrate fluency in both the Navajo and English languages as a condition of employment.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of modern principles and practices of program operations and planning, supervision and personnel management procedures and practices; Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to program responsibilities; Knowledge of budget and reporting systems, financial controls, program analysis and performance measures; Knowledge of program operational activities, mission and client service requirements. Skill in developing and analyzing program operating systems, procedures and controls, budgets and forecasts; Skill in operating and developing, documents and reports, short and long -term plans and performance measures; Skill in managing staff, and in maintaining an open communication and effective working relationships, providing advice and direction to subordinate managers, supervisors and staff; Skill in collection, analysis, and evaluation of information to arrive at sound conclusions and recommendations.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.